



6 October 1962

**MEMORANDUM FOR: Executive Director**

1. I want to make it abundantly clear that any actions in connection with Congressional liaison, such as writing to Congressmen or informing them of certain actions or of providing them information orally, must be taken only with the full and complete concurrence of the office of primary interest within the Agency. In other words, if queries are received from the Hill and the information to answer those queries is obtained by our Congressional liaison people, then prior to the transmission of this information or any part thereof to the Hill, the concurrence of the responsible office must be obtained as to the format and content.

2. I am not attempting unduly to inhibit the actions of our legislative liaison people or to handicap them in meeting reasonable requirements. It is incumbent upon all, however, that full coordination be effected at all times.

3. If there are any questions as to my intent, or if any disagreements arise as to what should and should not be transmitted to the Hill, then please have the people come see me for decision.

*/s/ MSC*

**Marshall S. Carter**  
Lieutenant General, USA  
Deputy Director

MSC:blp

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